

## **AGENDA**

### **BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING**

FRIDAY, NOVEMBER 15, 2013

EUREKA CAMPUS – HUMANITIES ROOM 218

9:00AM – 10:00AM♦

♦ Breakfast beverages and snacks available at 8:45am; tour of new facilities at 10:00am

- I. Greetings, food and drink
  
- II. Welcome
  
- III. Introductions
  
- IV. Mission of BOT Program
  
- V. Integrated Applications Course
  
- VI. Other Items
  
- VII. Next Meeting
  
- VIII. Adjourn to Tour



**MINUTES**  
**BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING**

FRIDAY, NOVEMBER 15, 2013  
EUREKA CAMPUS – HUMANITIES ROOM 218  
9:00AM – 10:00AM

Attendees: Jeff Cummings, Michelle Henson, Jim Stemach, Colleen Trask

1. Introductions:

Members served themselves coffee and pastries then reintroduced themselves.

2. Business Office Technology Mission Statement:

An initial mission statement was distributed to start the discussion, “To prepare students for entry level office support employment”. There were several suggestions about the length of the statement as well as some engaging and enticing words and phrases were suggested. It was also suggested to create business card with a QR code on it that could contain more voluminous information about the program could be delivered. It was agreed that I would work on crafting a draft statement using some of the suggestions and send it out to the committee for comment. It was also suggested to get some upper-level students involved in the process.

3. Integrated Applications:

Marketing of the BT3, the Integrated Applications course was discussed. There were many suggestions about reaching out to the community via Rotary, Chamber of Commerce, BNI (groups of local businesses), SBDC and other businesses. It was also suggested to change the name of the course to be more descriptive and attractive.

4. Discussion of using Google Apps instead of Microsoft products:

One committee member reported that Eureka High School has moved away from using Microsoft Office and the County Superintendent of Schools, Dr. Eagles is very active in promoting the use of Google Apps at the county office as well as at school sites. The impact on students entering CR from local schools that use Google Apps was discussed as well as the augmentation of using Google Apps in CR classes.

5: Tour of New Buildings:

Attendees were then invited to tour the new Humanities and Science buildings as well as the new Theater and Administration building

The tentative next meeting date is Friday, May 9, from 10am – 11am; location to be determined.